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January 1997

State Occupational Information Coordinating Committee
Career Information System

Career Conferences Planned

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Vision without action is merely a dream.

Action without vision merely passes the time.

Vision with action can change the world.

- Joel Barker

MONTANA

State Occupational Information
Coordinating Committee
Career Information System

P.O. Box 1728
Helena, MT 59624

Meeting the Career Challenges in the 21st Century

Montana SOICC (State Occupational Information Coordinating Committee) is sponsoring two career conferences in March — *Meeting the Career Challenges in the 21st Century*. These conferences are scheduled for **March 19-20 in Billings at the Billings Sheraton Hotel** and **March 26-27 in Missoula at the 4B's Homestead Inn South**. The conferences start at 7:30 a.m. with a continental breakfast and go until 4:30 p.m. the first day, and until 11:45 a.m. the second day.

CONFERENCE FEATURES INCLUDE MULTIMEDIA PRESENTATIONS AND SMALL GROUP ACTIVITIES ON:

- ▶ Career and Labor Market Information
- ▶ Using Technology to Find Employment , Live Internet Hookup
- ▶ Demographic Trends
- ▶ Meeting the Needs of Adult Career Seekers
- ▶ Meeting the Needs of the Disabled
- ▶ Resources Available on the World Wide Web: America's Job and Talent Bank

Who Should Attend?

The conferences offer a great opportunity for networking. People who should attend include high school counselors and administrators, welfare case workers, job service case managers, voc-rehab counselors, high school vo-ed teachers, adult education instructors and administrators, School-to-Work coordinators, One-Stop managers, tech prep coordinators, postsecondary career counselors and administrators, local government planners, economic development planners, school board members, job service managers, trade school administrators, and human resource managers. We ask anyone who would like to hand out materials to conference participants to call our office if you would like a table set up to display your materials.

How Can You Register?

For information on conference registration and hotel reservations please see page 2 of this newsletter or the enclosed brochure.

CAREER CONFERENCES: *Meeting the Career Challenges in the 21st Century*

Continuing education credit (eleven renewal units) are available through the Office of Public Instruction. Please check the box on the registration form if you want renewal units. Send your registration in early, space will be filled on a first come, first served basis. Registration and motel reservation information follows. Call 800-633-0229 with questions.

Registration:

FEE: \$30 (includes two continental breakfasts and materials, including 400 page participant guide). Pre-registration deadline is **MARCH 11**.

Complete the registration form on the enclosed brochure and mail to SOICC, Montana Dept. Of Labor and Industry, PO Box 1728, Helena, MT 59624. You can fax your registration to us at 406-444-2638. If more than one person from your agency is attending, photocopy the registration form and fill out one form per participant.

Hotel Reservations:

When making reservations, mention that you are attending the SOICC conference to get the reduced rates as indicated below. (State rates are available with valid State Employee ID.)

Billings Sheraton: 800-588-7666 or 252-7400.

Rooms will be held until March 4.

Non-state Rate (single): \$46

Missoula 4B's Homestead Inn: 800-272-9500 or 251-2665. Rooms will be held until March 17.

Non-state Rate (single): \$34.95

SCHOOL-TO-WORK Workshops

There will be two important School-To-Work workshops offered in the coming months. The first is **Business Education Partnerships on February 15** at the University of Montana in Missoula. The second is **School Based Enterprises on March 12** at the Jordan Hotel in Glendive.

Topics at the conferences include: establishing liaisons between education and work; coordinating classroom and work experiences; matching students with employers; developing contracts/agreements for students, schools and employers; and training mentors. The workshop at Glendive is being coordinated with the Eastern Montana Tech-Prep Consortium and will feature site visits to five employers on the evening of March 12, a keynote speaker on the morning of March 13, and concurrent sessions in the afternoon.

The cost is \$20 per workshop. For more information contact the Office of the Commissioner of Higher Education at 406-444-6570. For more information on the Eastern Tech-Prep portion of the Glendive workshop contact Peggy Iba at 406-365-3396.

MCIS Fall Training Workshops Conducted

MCIS staff conducted seminars for existing and potential clients during October and November. A total of eight sessions were held across the state in the following communities: Poplar, Glendive, Miles City, Billings, Livingston, Helena, Kalispell, and Great Falls. A total of 68 people attended these four-hour CIS for Windows Training sessions. Participants not only were shown how to use the CIS for Windows software more efficiently, but were also able to practice their new skills in a "hands-on" mode at the computer labs at each site. MCIS gratefully acknowledges the support from these sites for making their computer facilities available for training. In addition to the normal Fall seminars, MCIS provided training to the following groups: two Job Service Case Management II Workshops, Job Service staff at Missoula and Butte, County Welfare staff at Bozeman and Helena, Adult Basic Education in Billings, and Career Futures in Butte. In all, more than 150 CIS users were trained at 15 separate sessions.

Consortia and School District Fee Changes

This year marked a reduction in the fees paid by most MCIS sites. As always, MCIS continues to find ways to get current career and labor market information into the hands of as many people as possible. We are pleased to announce that there will now be one rate for school districts — \$2,000. This new policy allows a school district to lease the software for one rate and then use the program in all of the schools in the district — elementary, middle school and high school. It is important that career education begin at an early age. There are many schools in the state with great career education programs starting in the fifth and sixth grades. As School-to-Work progresses in the state it is more important than ever for students to have access to CIS for Windows. We are sure that many school districts will take advantage of this special rate.

MCIS also encourages groups to call about discounts for consortia. A group must meet the following criteria for consortia discounts: 1) It must be a pre-existing group, 2) must have a minimum of five sites, and 3) have a single billing source. For details on the discount amounts call Scott Lockwood at 800-633-0229.

For sites that need to be billed for next year's software before the end of the year or want to change from Micro-CIS to CIS for Windows, call Scott Lockwood or e-mail him at slockwood@jsd.dli.mt.gov. MCIS will continue to support Micro-CIS for a few more years, but we encourage sites to upgrade to CIS for Windows as soon as possible. Only about 24 sites are still using the DOS version, the other 120 have converted to CIS for Windows. The advantage of CIS for Windows is most people can sit down with CIS for Windows and can use the program without any major training or help.

Tech Notes

When you print a topic from CIS for Windows, is the print extremely plain, with no bold print or large type headers (like this sentence)?



You can have your printed output look like the rest of this article. CIS for Windows defaults to use of Courier typeface. If you use a font like MS Sans Serif or Arial, you will greatly enhance the visual quality of your printed output. In order to change your font simply follow these easy steps:

CIS SET-UP PROCEDURES:

1. Open the CIS SET-UP icon in the Career Information folder on your computer's desktop.
2. Select the PRINTER button and click on the USE DEFAULT FONT square to remove the X in the box.
3. Click the font button and select ARIAL or MS Sans Serif, 10 pt for both the font and fixed font.
4. Close printer setup window and the CIS for Windows Site Information window.

Now when you print a file you will find a pleasant surprise. If you experience problems with these procedures, give Scott Lockwood a call at 1-800-633-0229.

Take CIS for a "Test Drive"

With the CIS for Windows product introduced last year MCIS also started a policy of sending demos to those people who are interested in using the software and want to test drive it first. Please call us at 800-633-0229 to arrange for a demo. You'll have 30-45 days free use of the software. Individualized training is available.

E-Mail Addresses

A fast and easy way to ask questions, or correspond with the staff of SOICC/MCIS is by the use of e-mail. Feel free to ask us questions about technical support, billing, or new orders or tell us what you think about our products and service at the following addresses:

Scott Lockwood:	slockwood@jsd.dli.mt.gov
Annette Miller:	amiller@jsd.dli.mt.gov
Rita Watson:	rwatson@jsd.dli.mt.gov
Lucie Willson:	lwilson@jsd.dli.mt.gov

WHAT IS THE REAL GAME?



The Real Game is a career exploration program that uses role playing and other game themes and devices to expose young people to the rapidly-changing world of work. The Real Game allows students to experience the issues and aspects of life they will soon grow to face as adults.

The program is delivered over a minimum of 18 classroom sessions. At the start, students fill out a "What I Know About the World of Work" questionnaire. Next, students complete a "Wish List" that introduces them to a wide range of lifestyle choices. What type of housing would they like? What kind of vehicle do they want? Do they want a swimming pool, a snowmobile, a stereo system, a pet?

After completing their Wish Lists, students are assigned work roles from one of 40 in the kit. The work role sheet contains information such as educational background, salary, transferable skills and leisure time. Can their net salaries keep up with their "wants" or even meet their needs? Are they happy with their assigned work roles? And what happens when they are "downsized" out of a job? These are some of the true-life situations young people are exposed to in The Real Game.

The Real Game is currently being used at the Middle School level in several states. The Real Game will be displayed at the *Meeting the Career Challenges in the 21st Century* conferences in March. For more information, call 800-633-0229.

Jody Ceartin, 5th grade teacher at East Helena Public Schools, is currently piloting The Real Game in her classroom. She will be attending the conferences in March to relate her experiences and provide feedback on The Real Game.

Enhancements for CIS for Windows for Fall 1997

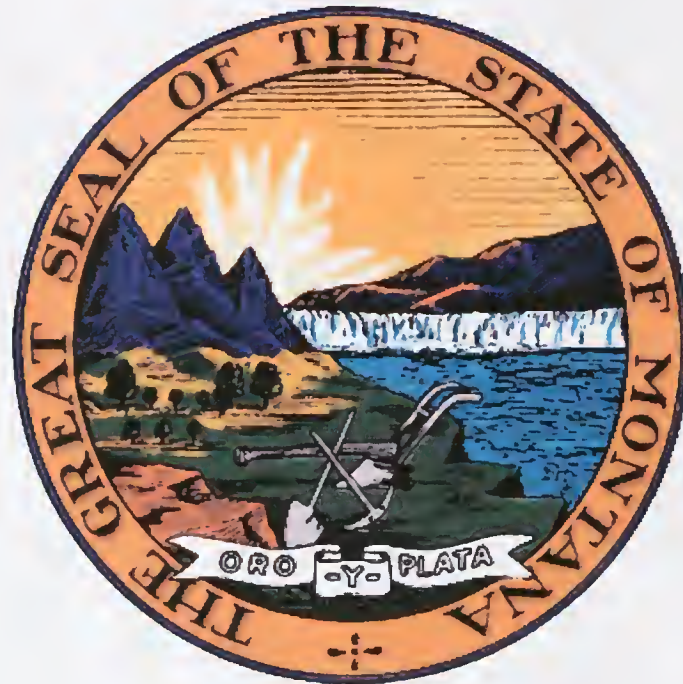
The fall 1997 release of CIS for Windows will have some exciting enhancements. One of the most helpful features is a search button. By selecting this option, the user can search the files by typing in a key word. If the user wants to see all occupations that include the word technician, they would just type in technician and those occupations would appear in a list. The What Next? screen is taking on a different look. Instead of the More button currently at the bottom of the list, the programs will be listed on the same screen as the other selections. This will make it easier to find Micro-SKILLS, job search, military occupations, assessment link and apprenticeship programs. There will also be a new button, Restart for New User. For those users who used to have the DOS version and were used to the save feature, that feature will now be included in the CIS for Windows version as save/restore. Each site will also be able to print a summary report of the files accessed. This report can be very useful in finding out what topics are being used most frequently and which ones are not being used enough.

We appreciate feedback from our sites. It's because of your suggestions that many of these enhancements have been included. We are sure that you will enjoy the new features.

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